



# CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

<b>VOLUME 6: HEALTH INFORMATION MANAGEMENT</b>	Effective Date: 03/2018
<b>CHAPTER 13</b>	Revision Date:
<b>6.13.1 HEALTH RECORD APPLICATION/SYSTEM DOWNTIME CONTINGENCY PLAN POLICY</b>	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

## **I. POLICY**

California Correctional Health Care Services, Health Information Management (HIM) shall ensure that the documentation of patient care continues in the event of application or system downtime.

## **II. PURPOSE**

To ensure continuity of care and documentation continuity for all patients in the event the Electronic Health Record System (EHRS) is not available.

## **III. RESPONSIBILITY**

- A.** Under the direction of the Deputy Director, Medical Services, HIM Headquarters, Institution Health Records, and Health Record Center staff are responsible for the oversight, implementation, monitoring, and evaluation of this policy.
- B.** The Chief Executive Officer, or designee; Health Records Technician III; and Health Records Technician II of each institution are responsible for the implementation, monitoring and evaluation of this policy.

## **IV. DEFINITIONS**

**Downtime:** The period of time when the EHRS and/or other electronic information system is not operational or available for use.

## **V. REFERENCES**

- California Code of Regulations, Title 22, Division 5, Chapter 12, Article 5, Section 79803 Health Record Service, and Section 79807, Inmate-Patient Health Record Availability